



## GOVERNOR'S OFFICE OF HOMELAND SECURITY

### GRANT MANAGEMENT MEMORANDUM

Date: **April 1, 2005**

To: Operational Areas, UASI Coordinators, MMRS Cities, State Agencies and interested parties

From: Grants Management Section

RE: **Grant Management Memorandum # 05-002**

1. **Announcement of new OHS grant management staff**
  2. **Regional assignments and contact information**
  3. **OHS Grant Management Memorandum webpage**
  4. **FY 05 HSGP application submission information**
  5. **Information on grant extensions**
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#### **1. Announcement of new grant management staff**

It is with great pleasure that the Office of Homeland Security (OHS), Grant Management Section (GMS), Grant Administration Unit (GAU) announces the addition of two new grant management staff. **Kris Whitty** and **Theresa Roy** have joined our staff as of April 1, 2005.

#### **2. Regional assignments and contact information**

Included in this transmittal is a map delineating OHS grant management staff's regional areas of responsibility and contact information. Kris and Theresa are the first of six grant management staff that will ultimately staff the GAU. Please feel free to begin contacting them with your grant management questions.

### 3. OHS Grant Management Memorandum webpage

Effective immediately all OHS grant management memoranda will be posted at  
[HTTP://WWW.OES.CA.GOV/OPERATIONAL/OESHOME.NSF/ALL/CF4A2693A9F2C5A188256FCB007E160C?OpenDocument](http://www.OES.CA.GOV/OPERATIONAL/OESHOME.NSF/ALL/CF4A2693A9F2C5A188256FCB007E160C?OpenDocument)

Grant management memoranda will be the principal method of communicating grant management information to subgrantees and interested parties.

### 4. FY 05 HSGP application submission information

Completed applications, including the Initial Strategy Implementation Plan (ISIP), Application Cover Sheets, Approval Authority Body member information and equipment worksheets must be received by OHS no later than **April 12, 2005 at 5:00pm**. Information on the application submittal process can be found on page 21 of the FY 05 California Supplement to the Federal Program Guidelines and Application Kit.

Applications should be mailed to:

**Governor's Office of Homeland Security  
State Capitol  
Sacramento, CA 95814**

### 5. Information on grant extension requests

OHS has received extension approvals from ODP as follows:

Program	Original Expiration	New Federal Expiration Date	Subgrantee Performance Period Ends
FY 02 State Domestic Preparedness Equipment Program <b>2002-0133</b>	1-31-05	7-31-05	4-30-05
FY 03 State Homeland Security Grant Program Part 1 <b>2003-0167</b>	3-31-05	9-30-05	6-30-05
FY 03 State Homeland Security Grant Program Part 2 (CIP) <b>2003-0035</b>	4-30-05	Not yet approved (1)	
FY 03 Urban Areas Security Initiative Part 2 <b>2003-0023</b>	6-30-05	Not yet Approved (1)	
FY 04 Urban Areas Security Initiative <b>2004-0014</b>	11-30-05	Not Approved (2)	

(1) A request has been submitted to ODP, but no approval has been received by OHS.

(2) A request was submitted to ODP. OHS was instructed to reapply at a date closer to grant expiration.

In order to receive an extension of your grant performance period, you must submit a letter to the Grant Management Section at OHS, requesting the extension by grant name and number. The request should detail the reason or reasons that an extension is required. An agent authorized in

the Governing Body Resolution to execute any actions necessary on behalf of the subgrantee must sign the letter. (see page 10 of the FY 05 California Supplement)

The performance period for subgrantees ends three months prior to the federal performance period. This closeout period is necessary in order for the subgrantee to complete the grant closeout activities and receive closeout documentation from the State prior to the federal grant expiration date.

Subgrantees who have already submitted letters requesting an extension will receive and email documenting the States approval of the extension shortly.

For further assistance, please feel free to contact your program representative.

I can be contacted at (916) 324-8908 or email me directly at [LARRY.DAVIS@OHS.CA.GOV](mailto:LARRY.DAVIS@OHS.CA.GOV) .

Sincerely,

**Larry M. Davis**

Program Manager

Grant Administration

**California  
Office of Homeland Security  
Regional Assignment Map**

**Contact Info:**

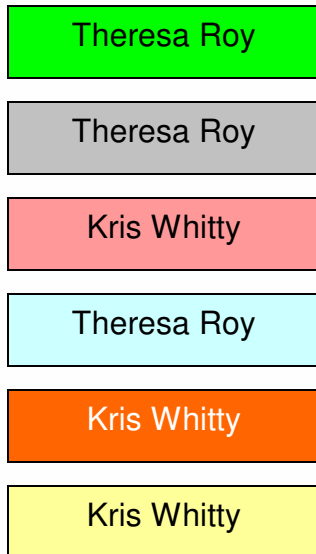
**Theresa Roy (916) 322-9228**

**Theresa.Roy@oes.ca.gov**

**Kris Whitty (916) 323-7734**

**Kris.Whitty@oes.ca.gov**

**Kris Whitty  
All State Agency Subgrantees**



UASI- Core Cities



Metro Medical  
Response System

